PLC Meeting Summary Sheet

*Please complete* ***ONLY*** *the relevant sections of this sheet. Please complete this document and email it to your K-12 Supervisor and your building administration as an email attachment. Administration should receive this email before leaving work each Friday..*

# Grade Level/PLC Group: 6th Grade Western Hemisphere

# Building: CAMS-North

**Week of:** January 18, 2012

**This week we discussed….**

* Katie Miller attended and we discussed ways to improve the research project after the first run**.** We talked about cutting down the content students are to research. This may make it more manageable. We also brainstormed strategies to prevent students from just copying information and making sure they understand it.
* We felt students created Power Points and just read material verbatim from screens. We discussed using questions to focus the PP or only allowing them to display visual material. This would force them to be more familiar with content.
* We discussed what categories we could cut out of the research.
* How we could incorporate note taking skills with in the classroom before the project

# We made the following decisions…

# We need…

**Common Assessment(s) Given:**

**How will these results change instruction?** (i.e. – Is re-teaching necessary? Was one instructional strategy more effective than another? Is more/less time needed to cover this topic next year?)